



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Support Services**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work in the management of the Support Services Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepares division operating budget and monitors expenditures from approved budgets.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned employees.

Plans, coordinates and directs work activities of employees within the Support Services Division. Provides training and instruction to all assigned employees.

Responsible for County Land Management Program. Includes maintaining a historical database and hardcopy record system, maintaining County land, coordinating demolition of County-owned structures in the path of road building, assessing land for surplus, coordinating land sales, responding to customer complaints and inquiries, and briefing County Management and Board of County Commissioners about land related issues.

Responsible for managing Countywide Mail, Copy, and Graphics services. Maintains cost accounting records on all services offered by these functions that support amounts billed to user departments. Also responsible for purchasing and maintaining duplication equipment located throughout the County in individual departments.

Designs, coordinates, plans and implements the Countywide Records Retention Program.

Administers Countywide contracts for custodial services, security guards, elevator maintenance, dumpster service, and other contracts as may be appropriate.

Obtains off-site office space, coordinates office moves, and monitors lease agreements.

Performs other duties as assigned or as may be necessary.



Position Title: **Manager**

Page 2

Working Area: **Support Services**

Minimum Qualifications

Considerable knowledge of principles and practices of supervisory and management techniques. Knowledge of accounting principles and practices. Knowledge of copying/printing and reproduction equipment and its operation. Knowledge of mail services, management information or records retention systems and contracts administration.

Ability to analyze assigned operations from a cost accounting and efficiency standpoint. Ability to establish and maintain an effective working relationship with department directors, managers and constitutional officers. Ability to exercise good judgment in evaluating situations and making decisions. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Business or Public Administration or a closely related field and two (2) years' responsible experience in the delivery of Support Services functions, including one (1) year of supervisory experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.